



## IMPORTANT INFORMATION FOR ATHLETIC DIRECTORS AND TRACK COACHES

Athletic directors please communicate to your head track coaches the following:

### Coaches:

If coaches do not enter their rosters into **MaxPreps** and claim the state qualifying meets that they will attend, their athletes will not be captured in the meet results and those athletes will not get credit for those performances. This process is identical from last year, however many coaches are not following this process and their athletes will be affected.

- The process for a coach to enter their roster and claim their meets can be found on [www.aiaonline.org](http://www.aiaonline.org), under Coaches, then select Track & Field, then select the bullet 2014 AIA Track & Field Coach MaxPreps Entry Information.
- Coach access codes can also be found on the Track & Field page, select AZ Track Access Codes.

### State Qualifying Meet Directors:

- Before uploading meet results to MaxPreps, please inform all coaches at your meet to make sure they have entered their rosters and claimed the meet on MaxPreps. (This is a requirement and the responsibility of the coach.)
- Please include the jump series for the Long Jump and the Triple Jump in Hy-tek, as to capture the best legal mark.
- Please list all wind readings for the 100/110 hurdles, 100m, 200m, Long Jump and Triple Jump. If there are no wind readings those marks will not count for state qualifying.

Please do not put your athletes in jeopardy of not qualifying for the state meet due to a coach's inability to follow the required process.